

FILED: 2 File

RETURN TO  
RECORDS MANAGEMENT DIVISIONImprovements made in Information Reporting  
Forms and Procedures since WGIR was formed

## INTER-AGENCY

1. WGIR officially constituted and exploratory meetings and discussions held.
2. Defense Sub-Committee constituted, to be chaired by Lt. Jones, Navy. Committee has been inactive due to failure of Navy to assign higher priority to project.
3. Tentative agreement reached to standardize report size at 8"x14".

## INTRA-AGENCY

1. Coordinated with OCR, OO and DD/P officials.
2. WGIR Chairman assisted in promotion of and participation in DD/P sponsored Seminar on Intelligence Reporting Problems. First joint meeting of DD/P, OO Reports officers ever held. Results included:
  - a. Greater Understanding
  - b. Laid ground work for future meetings
  - c. Discontinuance of the word "End" to close reports
  - d. Agreement to use "No. of pages."
  - e. Agreement that paragraphs will be numbered
  - f. Standardized arrangements for handling "on file" material by means of reports transmitting documents or other distribution instructions between DD/P or OO and the CIA Library.
  - g. Definition of "enclosures", and "on file" material, further relation to term "attachments."
  - h. Agreed to retention of distribution ladders and need for further study. (Study of CS distribution, joint RC/RQM-Mgt/S-PSD/LO study now being made.)
  - i. Determination to devote further study to "Place acquired."
  - j. Standardized placement and wording related to Place and Date acquired.
  - k. Some standardization of country designations and agreement that OCR would develop new list for further study.
  - l. Standardized method of typing proper surnames and shipnames.
  - m. Standardization of transliteration still pending.
  - n. Realization that more study must be given to referencing and recording "Source Descriptions."
  - n. Agreed use of following common terminology for reports
    - Headquarters Comment
    - Field Comment
    - Source Comment
  - o. Committee study (still underway) of general rules of style and practice.
  - p. Agreement to use term TD (teletype dissemination) rather than PD (preliminary dissemination).

- q. General consensus that a common report format is desirable and should be developed in an orderly and deliberate method.
3. 7 reporting formats have been revised since 1 Jan. 56.
  4. 1 now under revision
  5. 4 scheduled for revision
  6. 4 Forms obsoleted
  7. Basic formats (not counting field) now down to 3 (though more specialized versions are being used.)
    - a. Basic CS Report formats
    - b. CSTD Format
    - c. OO Report formats
  8. Extent of usage of Forms used by field to prepare field and headquarters reports simultaneously has been expanded. Dual mats, 1a and 1a-1 extended to [REDACTED] - 1b and 1c to South America - eventual use by 26 WH Stations. [REDACTED] will also use.
  9. New CS - TD Forms will save 20,000 man hours and \$90,000.00 annually over old methods by eliminating need for a follow-up CS report to each PD Report.

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Chief, Forms Management Br.